

**Gorham School Department**  
*New Hire Form*

**Employee Name** \_\_\_\_\_

**NEW EMPLOYEE INFORMATION:**

Position \_\_\_\_\_ School: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Start Date \_\_\_\_\_

New position: \_\_\_\_ yes \_\_\_\_ no

Replacement? \_\_\_\_ yes \_\_\_\_ no

If yes, replacement of: \_\_\_\_\_

Budgeted position: \_\_\_\_ yes \_\_\_\_ no

Funding Source:

\_\_\_\_ General Funds

\_\_\_\_ Grant Funded/Name of Grant \_\_\_\_\_

**SIGNATURES:**

Principal/Dept Head \_\_\_\_\_ Date \_\_\_\_\_



*Send Completed Form To: Sue Jackson - HR*

*Do not write below this line – for Central Office use*

*only*

Step/Experience: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Earnings Code: \_\_\_\_\_